

GSA President & Senior Vice President responsibilities

GSA meetings/ communication:

- 1 hour All Team meeting (weekly):
 - Lead the meeting and provide important university updates, future plans, vision of GSA and offer guidance.
 - As a part of the meeting, managers present the work they have been doing in the meeting, important updates and ask us any questions or guidance/support in these meetings.
 - Created an agenda starting this academic year that all managers are required to fill prior to the meeting for accountability and efficient use of time.
 - Go over the 8 department's updates within the immediate GSA Board such as events & operations, marketing & communications, graduate organizations, leadership & mentorship initiative, alumni & inter-university relations, DEI, technology, and treasury.
- 1 hour meeting with GSA advisor A.J. Darcey (biweekly):
 - Goal of these meetings is to report any new ideas and concerns to A.J. and get his thoughts.
 - These meetings are also used to work on additional responsibilities as the President and Senior Vice President such as planning and execution of Professional Development fund, all Gala contracts, initiative of Toastmasters, a new club at Bentley, discuss potential new clubs being added under the GSA umbrella and processes and other important university updates.
- President and Senior Vice President meetings (as needed):
 - Goal of these meetings is to discuss new event ideas, initiatives, and vision for the academic year to motivate the team and provide some guidance.
 - Regular meetings in summer to finalize the E-board structure
 - Meet to discuss the budget and approvals for all GSA departments within the E-board as well as all the 10 grad organizations event budgets as all approvals over budget limit (discretion of President and Sr. Vice President) are made by the President and Senior Vice President collectively.
 - The GSA department and all the Grad organizations are asked to prepare a proposal every semester about what events they plan to have and budget requirements. We go over these proposals, provide suggestions and approve the budgets/suggest changes as required or share ideas we would like to see to be implemented as well.
 - Plan GSA E-board team outings.
- Checks-ins with GSA Board members Teams (as needed):
 - Provide clarity on any operations-related questions from the GSA Board.
 - Set up meetings with individual departments as check ins.
- Attend Graduate Orgs meetings hosted by GSA (monthly):
 - Attend graduate organization monthly meetings to battle any concerns/issues raised or answer any questions.
- Checks ins with Graduate Orgs (as required):

- Lead and organize meetings with graduate organization leaders to provide feedback on events, procedures, address any questions and concerns.
- Meetings with other Bentley departments (as required):
 - Lead meetings with GCD bimonthly to plan the mentorship program, lay the structure, find speakers, mentors and mentees for the mentorship program initiated by GSA.
 - Lead or organize meetings with other Bentley departments such as Alumni Engagement, Graduate Career Development, Diversity, and Inclusion, etc to establish relationships, and collaborate.

Additional President meetings:

- 1.5 hours Grad Council (bi-weekly):
 - Act as voice of graduate students; topics included courses and programs updates, class instruction methods, grading policy adjustments, study abroad programs approval.
- 1.5 hours Student Affairs Committee: Board of Trustees (1 per semester: one was 1.5 hours in person, another 4 hours virtual):
 - Act as the voice of graduate students; topics included student life needs and wants, execution methods.
- 1 hour Calendar Committee (1 per semester):
 - Act as voice of graduate students; topics included how well calendar adjustments for holidays fit with students' wants and needs.

Would recommend to delegate Grad Council and Calendar Committee to any other GSA Board member(s).

Additional Senior Vice President meetings:

- 2 hours Faculty Senate (bi-weekly):
 - Act as a representative of graduate students speaking in front of a large group of faculty including university administration on topics such as student experience, curriculum, online learning, instruction methods, recommended program changes, etc.
- 1 hour Harry's Board (monthly):
 - Act as the voice of graduate students suggesting event ideas to increase engagement, menu items recommendations, alcohol recommendations on beer, wine, and cocktail mixers, suggest prices students will be willing to pay, provide innovative suggestions and recommendations, daily specials, advertising and promotions, etc.

Additional Responsibilities:

- Recruit new GSA board (end of Spring semester – beginning of Fall semester).
- Oversee operations of all 8 departments of GSA, operations, social media, event management, and finances for Graduate Student Association.
- Maintain close relationships with Bentley offices to collaborate on events and initiatives: GCD, Alumni Office, Office of Diversity & Inclusion.